

U.S DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF GENERAL COUNSEL
Speaker Request Form

This form is used for scheduling purposes only. Completion and submittal of this request does not guarantee the attendance of representatives of the Office of General Counsel at your meeting or event.

To expedite your request, complete the form and e-mail to officeofgeneralcounsel@hud.gov or fax to (202) 708-3389. Questions regarding this form should be directed to Ursula Lecznar at (202) 708-2244 or ursula_a.lecznar@hud.gov.

Speaker requested (if you do not know, leave blank):

Event:

Date of event: **Time of event:** **Location of event:**

Date and time of speaker's participation:

Briefly describe purpose and/or theme of event:

Level of participation: **Keynote** **Welcome** **Panel** **Other**

If "other," describe level of participation:

Primary contact person:

Organization:

Address:

Phone number: **Facsimile number:** **E-mail:**

Number of people expected to attend your event: **Expected size of audience for speaker:**

Please include a draft agenda/itinerary and a copy of event program, if available.



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